

## Overview

A collection of full-text reference books covering a range of subjects, from business to science to arts. Features include:

- Access to over 65 reference works.
- Access to over 150 Rough Guide travel guides
- Machine translation of articles into 12 languages.
- ReadSpeaker, which provides audio versions of the articles.

## Details

### *Browsing*

- On the homepage there are several topics ranging from Art to Travel that allow you to search through different publications in the topic. To browse a publication, click the cover image of the title that interests you. To browse all the titles in one subject area, simply click **View All** (to the right of each subject area) or click a subject in the navigation menu on the left side of the homepage. To search within the publication, enter a keyword into the **Search** box to the left of the page.
- It is also possible to choose a subject under the column titled **Subjects** on the left side of the page.
- You can return to the Gale Virtual Reference Library homepage at any time by clicking the Home icon in the top left corner.

### *Searching*

- **Basic Search** lets you search by keywords or by subject. You can search for content within documents or for document titles.
- **Advanced Search** provides a number of different fields to enter search terms, including keyword, subject, publisher, and ISBN. Click the + button to **Add Row** and search up to ten fields at once.
- You can limit your search by date, subject, language, and target audience. You can also search only for documents with images.
- To search within a publication title or across a number of publications, type the title into the box above **by publication title**. A new box will automatically appear below so that you can enter additional titles if needed. You can select up to 10 titles to search through simultaneously.

- Click the **Subject Guide Search** tab at the top of the page to find subject guides. Enter keywords into the search box and click **Search**. The search can be limited by date, by publication title, and by document type. You can select a subject guide from your results list and access documents related to that subject.

### *Tools*

- Each article has a variety of helpful tools in a bar along the top of the page. These tools include citation tools, email, print, and download options.
- From the Tools bar, you can access **Citation Tools**, which generates a citation in MLA or APA format. These can be exported to four brands of third-party citation software.
- You can also **Translate** the article by selecting Arabic, simplified Chinese, traditional Chinese, French, German, Italian, Japanese, Korean, Polish, Portuguese, Russian, or Spanish from the dropdown menu.

### *ReadSpeaker*

- To use the **ReadSpeaker** function, click on **Listen** at the top of an article to hear it read in an American accent.
- To hear just a section of the article, highlight the section you would like to hear, then click **Listen**.
- An MP3 file of the article can be downloaded either from the ReadSpeaker bar or from the Tools bar at the top of the page.

### **Additional Features You Might Like**

- You can also search *Merriam-Webster's Collegiate Dictionary* by clicking the **Dictionary** link.

### **More Information**

- Gale Virtual Reference Library
  - <http://www.gale.cengage.com/servlet/GvrlMS?msg=ma>